

Functional Activity

The children's desk is the primary staff service point for the children's library. The staff will try to meet the information, reference, audio-visual and program needs of the children and their parents. Books and library materials will not be checked-out here, but at the circulation desk. This is an information desk for children to ask questions and get assistance.

The staff will have access to the on-line catalog, CD-ROM resources, and the Internet from their work stations at the desk as well as ready reference print collections. While there will be seats available for the children's librarians, they will not spend much time sitting here, but instead will be walking between the desk and the OPAC cluster, as well as the reference, children's and juvenile collections. This space should be less of an imposing "desk" and more of a user friendly interface which will encourage contact between the library's staff and children and their parents. There should be an obvious "line" behind which patrons should not come, but the "desk" and staff member should be eminently approachable, and the workspace should facilitate the exchange of questions.

The children's desk and this area in general should be scaled down for children. The front of the desk should be low enough for small children to be able to see over it. Frequently, it is useful to drop the ceiling over the desk to help accentuate the space as well as introduce the desired scale for children. The front of the desk and the face of the wall over and/or behind the desk should be colorful with graphic designs that interest and attract children.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Future Flexibility & Expandability

This area may need to be expanded, or a different function placed here while it moves. To that end, flexibility should be a goal, while a potential expansion plan would be wise. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Security & Supervision

The children's desk is the central surveillance point for all of the children's library. As much of the children's library as possible should be visible to staff standing at this location. The staff should be able to control entry into the children's rest rooms electronically from this location.

Spatial Relationships

The children's desk must be prominently located so that it is highly visible upon entering the children's library through the children's entrance. The location of this desk is critical since the staff at this desk must visually control the entire children's library. The children's desk is the hub of the entire children's library. The entrance to the children's rest room should also be able to be supervised from the children's desk. The children's desk should be close to the children's workroom since staff will walk back and forth between these two areas fairly frequently.

ADJACENT:

Children's OPAC & Entrance
Children's Reference Collection & Seating
Children's Workroom

CLOSE:

Children's AV Collections & Seating
Children's Collections & Seating
Children's Office
Homework Club
Juvenile Collections & Seating
Children's Rest Room



PROXIMITY:

Children's Program Area
Children's Preschool Play Area
Study/Tutoring Rooms

Acoustics

This area will be a fairly noisy and active area. Acoustic dampening throughout the children's area will help librarians hear and respond to their patrons, some of who are often VERY quiet and/or hard to understand.

Space Finishes

The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Any wall or casework surfaces should be highly resistant to defacement as well as easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile). All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. All walls here need corner guards.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet Tile

COUNTERS:

Highly Colorful

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to the work surfaces. Specialized task lighting may be used to assist in lighting the desktop. The children's desk should be "highlighted" in order to naturally attract children and parents to this service point. Lights in this area must not create a heat build up for the staff who spends a lot of time here at their workstations. The sign identifying this area should be illuminated to provide an additional eye-catching method of attracting patrons to this location for assistance. Light must also be non-glare because of the computer screens which staff will be frequently using. The master control for all lights in the children's library should be located here under staff control.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various work stations. Provide a key lock staff controlled thermostat in this area.

Data Communications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent



room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors for wheelchair children. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
Book Truck	2	10	20
Queuing Space (Per Person)	10	6	60
Staff Workspace			
Chair, Task	2	0	0
Shelving, SF 45"H Steel W/ 3 Shelves	2	12	24
Workstation, Children's Desk	2	80	160



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Technology			
Computer, Staff Desktop	2	0	0
Printer, Ink-Jet (B&W)	1	0	0
Telephone Handset	2	0	0



Functional Activity

This space will provide the supervisor for the children's library with an office to plan and carry out the activities pertaining to the operation of the children's library. They will conduct planning conferences with the staff, private conversations with the public, staff interviews and personnel evaluations as well as general office activities.

Occupancy

STAFF OFFICE: 1

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the children's desk and/or workroom to expand into this space if required.

Security & Supervision

While this is primarily a staff area with access controlled by a lock, the office must be easily accessible by the public from the children's desk for private conversations with patrons without them having to come behind the children's desk or go through the workroom area.

Spatial Relationships

The office should be adjacent to the children's workroom, but the public should not have to go through the workroom to get inside of the office. The office should be private, but it should be located so that the staff in the workroom and at the children's desk can be supervised by the department head while sitting in the office.

ADJACENT:

Children's Workroom
Children's Desk

Acoustics

Given the tremendous noise level of a Children's department, any acoustic measures dampening sound generation into this office would allow the supervisor to concentrate better and be more effective. It is also important to keep confidential conversations from being overheard. The room should be sound proof to the extent possible.

Space Finishes

Finishes should be cheerful and welcoming, but professional in appearance. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING:

Acoustical

WALLS:

Paint and ½ glass.

FLOOR:

Carpet

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Windows that will allow the supervisor to supervise staff in workroom and at the children's desk are highly desirable. Window treatment that will prevent staff and the public from looking into the office is also highly desirable. Exterior windows are highly desirable.

HVAC

Individually-controlled thermostat. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.



Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

Signage

A sign on the door that says: "Children's Office".

ADA (Disability Requirements)

The doorways leading to the office shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
<u>Special Purpose</u>			
Bulletin Board	1	0	0
File Cabinet (Lateral)	1	20	20
<u>Staff Workspace</u>			
Chair, Department Head's	1	0	0
Chair, Visitor's	2	15	30
Desk, Professional	1	80	80
Shelving, SF 90"H Steel W/ 7 Shelves	1	12	12
<u>Technology</u>			
Computer, Staff Desktop	1	0	0
Telephone Handset	1	0	0



Functional Activity

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections in the form of an on-line catalog. Children and their parents will be able to search the library's collections by title, author and subject from each of the computers in this area as well as any of the other OPACs in the children's library.

Occupancy

TECHNOLOGY WORKSTATIONS: 6

Future Flexibility & Expandability

It is very likely that this area will need to be expanded in the future, or at a minimum more OPAC stations placed in the same space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Security & Supervision

This area will be supervised by staff at the Children's Desk. Children using the OPACs must be highly visible from the desk so that they can be given assistance if necessary, but also so that vandalism can be deterred.

Spatial Relationships

The OPAC "cluster" should be located just inside the children's entrance so that it is highly visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the children's desk so that the staff can assist children with searches in the on-line catalog. It should be positioned approximately equal distance from the children's and juvenile collections so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk

CLOSE:

Children's AV Collection & Seating
Children's Collection & Seating
Children's Reference Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Children's Rest Room
Homework Club

Acoustics

This will be a relatively noisy area since many people will be walking by from the children's entrance into the children's library and others will be talking with one another while using the OPACs. Each station as well as the building itself should be designed to acoustically absorb sound and not allow it to spread to other areas of the children's library.

Space Finishes

This area will get very heavy use. The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Walls finishes should be highly durable and easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile). There should be no sharp edges which children can hurt themselves on.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet Tile



Illumination

On average, there should be a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) on the counter tops. It is critical that the lighting be non-glare because of the very high number of computer screens in the space.

Fenestration

Natural light is not required, and may not be desirable given the number of screens in this area because of potential screen glare problems. If natural light is introduced, it must be indirect ambient light, or computer screens will have to be very carefully positioned. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

HVAC

The HVAC system must be capable of addressing the heat build up in this area because of the large number of people here at any given time as well as the heat generated by the computer equipment.

Signage

A large area sign that is viewable from all four directions that says: "Children's Catalog." The signage for all of the collections in the children's library should be visible to patrons standing at the OPACs.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for



assistant.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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Special Purpose

Lockers, Children's	10	5	50
Queing Area	25	20	500

Technology

Computer, OPAC (On-Line Public Access) Desktop	5	0	0
Computer, OPAC Desktop Spanish Language	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Workstation, Technology Carrel	6	35	210



Functional Activity

The children's preschool play area should be created just for very young children so that they feel they have a place of their own in which they can play and read. It should be a structure similar to a "play-scape" which will allow children to enter and climb up inside of the space. The unit should be sized so that only small children can enter it and play in it. It should also be constructed so that children can be seen at all times and cannot hurt themselves.

Future Flexibility & Expandability

The playscape should be a "fixed" structure, but it should be able to be easily removed if it creates problems in the long run. If the structure is removed, a different function should be able to be easily placed here. To that end, flexibility should be a goal, and a plan for an alternative use of the space would be wise.

Security & Supervision

The staff at the children's desk will supervise this area, but staff in the workroom should also be able to see this area.

Spatial Relationships

The children's preschool play area should be adjacent to the children's collection and seating area and away from the juvenile collections and seating area. This space should also be fairly close to the children's desk for supervision purposes.

ADJACENT:

L.I.T.E. Center
Children's Collection & Seating

CLOSE:

Children's Desk
Children's Program Area

AWAY:

Juvenile Collection & Seating
Homework Club

Acoustics

Sound may be an important part of the experience, e.g., recorded waterfall sounds, animal sounds etc. Due to this, and also the fact that children will undoubtedly be making noise while they explore this space, a considerable amount of noise generation is expected. This space should not be next to any quiet seating areas or near the juvenile area. The architect and interior designer should endeavor to keep the noise generated in this area from spreading throughout the entire children's library. While acoustical dampening is needed, it is less important than the successful implementation of the theme/experience.

Space Finishes

This space is an opportunity for the architect and interior designer to provide a special environment for children that they can enjoy and remember. The play area can be a "Talking Tree House", a castle or anything that will be used and enjoyed by children. While it is important to design a fun space, it must not be able to become a "romper room" environment that endangers children. The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Walls finishes should be highly durable and easy to clean. Finishes here will be primarily determined by the theme of the area.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet Tile

Illumination

Generally, an average of 30 to 40 foot candles with specialize lighting to attract children to the playscape. Additional specialized lighting will be determined by the theme of the environment.

Fenestration

Interior areas of the playscape should be visible through the use of clear (and unbreakable) plastics like "Lexan" or similar materials. Exterior windows are not required, but are desirable.

Signage

The major signage should be determined by the theme in use, but there should also be a warning sign to parents that says: "Parents - Do Not Leave Children Unattended in this Area."

ADA (Disability Requirements)

The entrance to children's preschool play area shall be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32".

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
<u>Reader's Seats</u>			
Chair, Child's	6	15	90
Table, End	3	10	30
<u>Special Purpose</u>			
Educational Play Module	3	30	90



Functional Activity

This area will provide space for many different kinds of activities and programs from story hour presentations to puppet shows and audio-visual programming as well as arts and crafts activities. Generally, children will sit in a semi-circle with either library staff making a presentation or an AV projection screen or TV monitor being the focus of their attention. Other times, tables will be set up for children to sit at and participate in projects. Staff will work closely with children during presentations, otherwise the space should be open for additional seating purposes so that children may read unattended, but still be under the supervision of the library's staff as well as the child's parents.

Occupancy

MEETING SEATS: 75

Future Flexibility & Expandability

The area should be flexible, but a "stage" and "theater" like appearance is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide "steps" upon which children may sit as long as the area can still accommodate tables being set up for craft sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the children's library by a folding partition door or curtain during program times. In order to achieve spacial flexibility, provide sufficient storage spaces for folding tables, stacked chairs, AV and craft equipment, etc. A separate custodial workroom should be provided for staff preparation and clean up after program activities such as craft classes.

Security & Supervision

Children's Desk staff will supervise this area. Given this, there should be a direct sight line from the desk to this area.

Spatial Relationships

The children's program area should be adjacent to the children's workroom, and close to the children's desk as well as the children's collection and seating area.

ADJACENT:

L.I.T.E. Center
Children's AV Collection & Seating

CLOSE:

Children's Workroom
Children's Desk
Children's Collections & Seating
Children's Preschool Area

PROXIMITY:

Children's Rest Room

Acoustics

This will be a noisy area and must be buffered from the rest of the children's library to the extent possible.

Space Finishes

This space is an opportunity for the architect and interior designer to provide an extra special environment for children. It will be the focus of many group activities and will be used by most of the children in the community, and therefore should create a positive, fun and lasting impression. The floor finishes must be of high durability, colorful, child-resistant and as maintenance free as possible. Walls finishes should be colorful, highly durable and easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile).

CEILING:

Acoustical



WALLS:

Vinyl or Fabric w/ tackable, acoustical panels behind for sound absorption and display of children's artwork.

FLOOR:

Carpet Tile

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. All lighting must be able to be controlled at any puppet stage/story teller's position. The program area general area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed down or up at the beginning and end of programs which require complete darkness. It is usually best to provide these dimmable lights as wall washers around the perimeter of the room so they can also be used to highlight artwork displayed on the walls. There should be a modest dimmer controlled spot lighting system that will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes as well.

Fenestration

Natural light is not required. Any windows in the rooms must be able to be completely blacked out though the use of mechanical screens or blinds in order to produce high quality AV presentations.

HVAC

Within minutes, the programming rooms' HVAC system must be able to go from accommodating 40 - 100 active children and parents to a group of five. This area will face significant and quick changes in body-heat. Care must be taken to equalize temperatures in this area. Consider a quick recovery heating and/or cooling system in this area to keep the temperature at the desired level for occupants. Thermostats for the rooms should be key lock controlled.

Signage

A large sign over the entry to the area that says: "Children's Programs".

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfilled white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning



and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors for wheelchaired children. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Meeting Rooms</u>			
AV & Storage Room	2	50	100
Chair, Child's Stacking	75	5	375
Table, Meeting Room	7	0	0
<u>Reader's Seats</u>			
Chair, Rocking	1	20	20
<u>Special Purpose</u>			
Dolly, Chair	2	10	20
Dolly, Table	2	24	48
Paper Towel Dispenser	1	0	0
Puppet Theater	1	40	40
Sign, Announcement	1	0	0
Sink	1	18	18
Soap Dispenser	1	0	0
White Board	1	0	0
Workstation, Children's Craft Counter	1	350	350
<u>Technology</u>			
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	1	15	15
CD/Cassette Tape Player	1	0	0
DVD Player	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted AV	1	0	0
TV Monitor, 60" Large Screen	1	25	25
TV/VCR Player	1	0	0
Video Cassette Player/Recorder	1	0	0



Functional Activity

The children's reference collection consists of encyclopedias, directories, indexes, atlases and other documents used in assisting the children's staff answer questions that children and parents may have.

Occupancy

READER SEATS: 8

TECHNOLOGY WORKSTATION: 10

Future Flexibility & Expandability

This area may need to be expanded, or a different function placed here while it moves. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Security & Supervision

This area will be supervised by Children's Desk staff and to some extent staff in the children's workroom.

Spatial Relationships

The reference collection must be adjacent to the children's desk for quick and easy access by staff. It should also be relatively close to the children's workroom as well.

ADJACENT:

Children's Desk
Juvenile Collection & Seating

CLOSE:

Children's OPAC & Entrance
Children's Workroom
Homework Club

Acoustics

This will be a moderately noisy area, so standard sound reduction techniques will be required.

Space Finishes

The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile).

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. The light must be warm and help reduce the scale of the space.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data



drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Place a sign that says "Reference Collection" over the shelving. The sign should be visible from the children's entrance, desk and OPAC's, homework center as well as the children's and juvenile collection and seating areas.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities. Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors for wheelchair children. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
Reader's Seats			
Chair, Juvenile	8	0	0
Table, Juvenile	2	75	150



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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Shelving

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	3	18	54
157 Children's Reference			

Special Purpose

Atlas Case	1	25	25
Dictionary Table Top Stand	1	80	80

Technology

Chair, Technology Workstation	10	0	0
Computer, OPAC (On-Line Public Access) Desktop	3	0	0
Computer, OPAC Desktop Spanish Language	1	0	0
Computer, Public Desktop	5	0	0
Computer, Public Desktop Spanish Language	1	0	0
Copier, B&W Freestanding	1	100	100
Workstation, Technology Carrel	10	35	350



Functional Activity

This space is a public rest room just for children. It will be sized to meet the local building code and ADA requirements. The interior of the children's rest room should be bright and colorful. A design of children's characters in the ceramic tile on the floors and walls is desirable.

Occupancy

BOYS: 2

GIRLS: 2

Future Flexibility & Expandability

Rather than expand the restroom, additional restrooms would be added. This space requires minimal or no flexibility unless accommodation requirements are expected to change.

Security & Supervision

Children's Desk staff will supervise this area. The entry doors to the Children's Rest Room should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the children's desk.

Spatial Relationships

While the children's rest room should be reasonably convenient from the entrance to the children's library, they should not be too close to the entrance to the main library in order to discourage the use of this rest room by adults. The rest room is exclusively for children and for parents using the diaper changing stations. The children's rest room should be relatively quickly accessible from the children's collection space as well as the children's program area.

ADJACENT:

Children's Desk

CLOSE:

Custodial Sink & Supply Closet
Children's OPAC & Entrance

PROXIMITY:

Children's Collection & Seating
Children's Preschool Play Area
Children's Program Area

Acoustics

Blowers must be adequately sound-dampened from adjacent spaces. All reasonable acoustic dampening is appropriate for this area.

Space Finishes

As juveniles will abuse this area, it must be as resistant to vandalism as possible. Floor finishes must be of high durability, slip resistant and as maintenance free as possible. Wall finishes, fixtures, stalls and counters should be highly durable, graffiti-resistant and easy to clean. All fixtures should be sized for children.

CEILING:

Water resistant gypsum board with epoxy paint.

WALLS:

Glazed Ceramic Tile with dark grout.

FLOOR:

Unglazed Ceramic Tile

STALLS:

Stainless steel or equivalent

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung



Illumination

Bright lights to give rest room the appearance of being clean and safe.

Fenestration

No windows are necessary or desired.

Signage

Standard exterior signs identifying "Boys" and "Girls". No interior signs except those required by ADA.

ADA (Disability Requirements)

Water closets used primarily by children ages 12 and younger shall be 11" to 17" high. Seats shall not be sprung to return to a lifted position. Centerline of water closets shall be 12" to 18" from the side wall or partition and the minimum depth for stalls with wall mounted water closets shall be 59". The front partition and at least one side partition shall provide a toe clearance of at least 12" above finish floor. Grab bars shall be mounted 18" to 27" above the finish floor measured to the grab bar centerline.

Lavatories used primarily by children ages 6 through 12 shall be permitted to have an apron clearance and a knee clearance 24" high minimum provided that the rim or counter surface is no higher than 31". Lavatories used primarily by children ages 5 and younger shall not be required to meet these clearances if clear floor space.

Sink used primarily by children ages 6 through 12 shall be permitted to have a knee clearance 24" high minimum provided that the rim or counter surface is no higher than 31". Sinks used primarily by children ages 5 and younger shall not be required to provide knee clearance.

Urinals shall be stall-type or wall-hung with an elongated rim at a maximum of 17" above finish floor. A clear floor space 30" x 48" shall be provided in front of urinals to allow forward approach. Urinal shields that do not extend beyond the front edge of the urinal rim may be provided with 29" clearance between them.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
<u>Special Purpose</u>			
Commode	3	0	0
Diaper Changing Counter	2	0	0
Mirror	2	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	2	0	0
Soap Dispenser	2	0	0
Urinal	1	0	0



Functional Activity

The children's workroom will provide workstations for the children's staff as well as multi-purpose work space for preparation of posters, children's craft sessions, making puppets etc. The best layout for this workroom is to provide a counter for workstations around the perimeter of the workroom on at least three sides (preferably three sides that will have view windows out into the library for supervision). There should also be an "island" which will provide additional workspace and storage for children's craft sessions etc. The workroom will also store back issues of children's magazines that the staff will have to retrieve upon demand.

Occupancy

STAFF OFFICE WORKSTATIONS: 3

Future Flexibility & Expandability

Children's workrooms are sometimes remodeled and expanded. While it is not anticipated that this will be necessary, sufficient flexibility should be provided to allow inexpensive remodeling if it does become necessary. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Security & Supervision

Staff area secured by a lock. As much of the children's library as possible should be visible to staff sitting at this location. Staff in the workroom should be able to view the children's desk so that they can move to the desk quickly during peak demand periods. There should also be an emergency buzzer and/or intercom system between the workroom and the desk to alert staff to potential problems.

Spatial Relationships

The workroom should be adjacent to the children's office. It should be close to the children's program area so that staff can go between the two spaces quickly and easily. Staff will supervise children in this area and prepare materials to be used during programs. The children's workroom should be located adjacent to the children's desk as well. The space should be removed from the noisy atmosphere of the children's library, but staff must be able to supervise children through out the library from the workroom.

ADJACENT:

Children's Desk
Children's Office

CLOSE:

Juvenile Collection & Seating
Children's Reference Collection & Seating
Children's AV Collection & Seating

PROXIMITY:

Children's Program Area
L.I.T.E. Center

Acoustics

Since this space will be a work area next to a quite noisy service area, it should be acoustically buffered from the rest of the library.

Space Finishes

The floor finishes must be easy to clean and as maintenance free as possible since there will be occasional spills of children's craft preparation materials which are being tested or carried to and from the program area.

CEILING:

Acoustical

WALLS:

Paint and ½ glass (or view window below cabinets).

FLOOR:

Carpet Tile

Illumination

An average of 30 to 40 foot candles of non-glare office lighting, with task lighting which can provide up to 50 foot candles on the counter tops. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Exterior windows are desirable, but interior windows, which allow viewing of the children's desk as well as all other areas of the children's library, are required. While it is important to have a view window between this area and the children's desk, so that staff here can observe the desk, it is equally important that patrons standing at the desk cannot see into this space very well since it is messy and disorganized looking. This usually can be accomplished with blinds, etched glass or some kind of lattice treatment on the window between the two spaces.

HVAC

Typical office with separate thermostat control. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

"Staff Only" on any door entering this space.

ADA (Disability Requirements)

The doorways leading to children's work room shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth



of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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Shelving

36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	1	12	12
176 Children's Back Issue Magazines			

Special Purpose

Book Truck	3	10	30
Bulletin Board	1	0	0
Flat File	1	50	50
Paper Towel Dispenser	1	0	0
Sink	1	18	18
Soap Dispenser	1	0	0
Storage Cabinet	2	18	36
Supply Cabinet	2	18	36
White Board	1	0	0

Staff Workspace

Cabinets, Above Counter	12	0	12
Cabinets, Below Counter	12	0	0
Chair, Task	3	15	45
Shelving, SF 60"H Steel W/ 5 Shelves	2	12	24
Workstation, Clerical Counter	3	35	105

Technology

Computer, Staff Desktop	3	0	0
FAX Machine, Desktop	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Telephone Handset	3	0	0



Functional Activity

Space must be provided in the children's library for a sink and supply closet for custodial purposes. There will be frequent "accidents" in the children's library and these services need to be nearby and ready.

Future Flexibility & Expandability

It is not anticipated that these areas would change purpose or require expansion unless an expansion were built onto the building, and then additional closets would be needed.

Security & Supervision

Automatic door-closing mechanism on heavy door which cannot be opened without a key.

Spatial Relationships

The custodial closet should be located adjacent to the children's rest room.

CLOSE:

Children's Workroom

PROXIMITY:

Children's Rest Room

Space Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Latex paint over sealed concrete, block or water resistant sheet rock.

FLOOR:

Sealed Concrete with a floor drain

Illumination

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

Fenestration

Windows are not desired.

HVAC

Ventilation is crucial in the efforts to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building or separate exhaust system to keep fumes from entering the building's return air duct system.

Signage

A sign on the door that says: "Custodial Closet - Staff Only".

ADA (Disability Requirements)

The custodial sink & supply closet must be accessible from a 36" aisle. A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" high and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink. Hot water pipes and drains must be properly insulated. If fixed



storage cabinets, drawers, or lockers are provided, at least one of each type must comply with ADA.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Special Purpose</u>			
Carpet Cleaning Machine	1	0	0
Cleaning Cart	1	15	15
Garbage Bin, Interior	1	0	0
Mop Bucket	1	5	5
Shelving, Industrial	5	10	50
Sink, Mop	1	15	15
Vacuum Cleaner, Dry Upright	1	0	0



Functional Activity

This space will house a Homework Club which will make various staff, print and electronic resources available to students. The center will be open for use during all times the library is open, but there will be special emphasis placed on having library staff and adult and student volunteers available immediately after school and during the evenings to assist students with researching homework questions. Along with a core collection, there will be a rotating print collection available in this space which will reflect the homework assignments being given in the public schools each week. Internet access will be provided as well with special assistance from library reference staff.

Occupancy

READER SEATS: 10

TECHNOLOGY WORKSTATIONS: 6

Future Flexibility & Expandability

This area may need to be expanded in the future as the club grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Security & Supervision

Children's Desk staff will supervise this area. To the extent possible, all areas of this space should be easily viewable from the desk.

Spatial Relationships

The Homework Club needs to be relatively close to the children's desk so that staff at the desk can not only supervise the space, but also provide assistance to students. The space should also be adjacent to the children's reference collection so that resources there can be use effectively by students in the Homework Club. Finally, students in the Homework Club will occasionally utilize the broader resources of the juvenile collection so the two spaces should be close enough to one another as well.

ADJACENT:

Children's Reference Collection & Seating
Juvenile Collection & Seating

CLOSE:

Children's Desk
Study / Tutoring Room A, B, C, D

PROXIMITY:

Children's OPAC & Entrance

Acoustics

This will be a very noisy area because students will be talking with one another as well as library staff and volunteers trying to solve problems and research subjects. Standard acoustical dampening strategies must be utilized.

Space Finishes

This space should be designed to appeal to children of all ages, but emphasis should be put on serving students in school. The floor finishes must be of high durability and as maintenance free as possible.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that



the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers, etc.).

Fenestration

Some natural light is highly desirable. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

A large area sign that says: "Homework Club"

ADA (Disability Requirements)

The children's homework center is accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1-1/2" per 5 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet.

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
<u>Meeting Rooms</u>			
Workstation, Group Study Counter	2	65	130
<u>Reader's Seats</u>			
Chair, Juvenile	10	0	0
Table, Juvenile	1	90	90
Table, Juvenile	1	100	100
<u>Special Purpose</u>			
Book Truck	1	10	10



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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Technology

Chair, Technology Workstation	6	0	0
Computer, Public Desktop	6	0	0
Copier, B&W Freestanding	1	50	50
Printer, Laser (B&W)	1	0	0
Workstation, Technology Carrel	6	40	240



Functional Activity

This area of the children's library houses the print collections for older children or juveniles (ages 10 - 12). The collections consist of Juvenile Fiction books and Non-fiction books. There will also be space for seating for both juveniles and their parents. Juveniles with the assistance of the library staff and their parents will select reading materials. Parents will frequently sit down and read some books together with their children. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, the library staff will assist juveniles in on-line catalog searches while letting them find their own materials in the book stacks unless they are having difficulty.

Occupancy

LOUNGE SEATS: 6

READER SEATS: 36

TECHNOLOGY WORKSTATIONS: 5

Future Flexibility & Expandability

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Security & Supervision

Children's Desk staff will supervise this area. To the best extent possible, all areas of this space should be easily viewable from the desk.

Spatial Relationships

The juvenile collection and seating area should be relatively close to the children's on-line public access catalog since children of this age will be attracted to these units and will often be able to operate them by themselves. The space should be close to the children's desk, but the size of the collection will force it to be somewhat removed. This space should be visible from the children's entrance, but, again, it will likely be somewhat removed from the front of the children's library simply because of its size. This space should be in the proximity of the Homework Center since students in the Homework center will use some of the books in the Juvenile collection.

ADJACENT:

Homework Club
Children's Reference Collection & Seating

CLOSE:

Children's Desk

PROXIMITY:

Children's OPAC & Entrance
Study/Tutoring Rooms

AWAY:

Children's Preschool Play Area

Acoustics

This will be a noisy area. Standard acoustical dampening strategies must be utilized.

Space Finishes

This space should be designed to appeal to older children who are too old for the children's area, but not quite yet ready for the young adult library. An "exploratory" theme such as space exploration would be appropriate. The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile).

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). The light must be warm and help reduce the scale of the space. The display cases must have an internal light.

Fenestration

Some natural light is highly desirable. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Data Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

A large area sign which says: "Juvenile Collection", and smaller signs which say: "Fiction" and "Non-Fiction." All signage should be visible from the children's entrance, OPACs and desk.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities. Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not



exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors for wheelchaired children. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Reader's Seats</u>			
Chair, Juvenile	36	0	0
Chair, Juvenile Lounge	6	25	150
Table, End	3	10	30
Table, Juvenile	4	75	300
Table, Juvenile	5	80	400
<u>Shelving</u>			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 4495 Juvenile Fiction	51	24	1,224
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves 15 Children's Current Magazines	3	12	36
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 4873 Children's Paperbacks	28	18	504
<u>Technology</u>			
Chair, Technology Workstation	5	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
Computer, Public Desktop	2	0	0
Computer, Public Desktop Spanish Language	1	0	0
Workstation, Technology Carrel	5	35	175



Functional Activity

The LITE Center will present various free programs and workshops that have been identified in the community needs assessment. The Center will provide developmentally appropriate programming, intergenerational family activities, special collection of books, toys, puppets, audiovisuals and other materials in multiple formats and languages in a specially designed library venue. Computer and Internet access will also be available. Programs will promote and support the development of parenting skills and the integration of local resources to meet the needs of the targeted populations.

The Parent Child Workshop is a core element of LITE Center programming. A five-week series of one-hour programs for children 0-5 years of age, their parents and caregivers will be conducted by a San Bernardino County Early Childhood Specialist, an arts activity coordinator and a local agency professional. Topics presented each week may include: nutrition and health, speech, language, reading, introduction to the library, child development and play and physical fitness/movement. Programs will be conducted in a special room with developmentally appropriate toys and activities that provide an inviting and inclusive environment. Emphasis will highlight the role of the children's librarian as a library resources and services information specialist. Participation in workshops will offer potential for the prevention and early intervention of developmental disabilities and health problems.

Information and Technology will be available via computers, the Internet and a specially designed collection of materials. Participants will have an opportunity to use the computers or be assisted in the use of computers and learn new ways to exchange information, share experiences, and gather instructive examples or data that provide additional family support. Educational and interactive software will reinforce computer skills and learning.

A designated LITE Center collection of books, audiovisuals and other materials, in multiple formats and languages will be housed in a separate, dedicated, room for on-site access or may be borrowed for home use. Adult materials in the collection will include resources for early childhood development, effective parenting, self-esteem, the developmental stages of new parents, parent empowerment and the role of parents as primary educators of their children. Children's materials will include age appropriate picture books, board books, easy readers, fiction, non-fiction, videos, CD-ROMs and audio books. Professional caregiver resources will include childcare information, licensing guidelines, child health and nutrition, creative play techniques and reading readiness techniques.

Participants will receive program incentives to motivate and enhance successful program completion. Incentives will include: easy readers for inclusion in home libraries, book bags, bookmarks, bibliographies and craft supplies.

Future Flexibility & Expandability

The area should be flexible. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the children's library by a folding partition door or curtain during program or parenting presentation times.

Security & Supervision

Children's Desk staff will supervise this area. Given this, there should be a direct sight line from the desk to this area.

Spatial Relationships

The children's L.I.T.E. Center area should be adjacent to the Children's Program Area and close to the children's desk as well as the children's AV collection and seating area.

ADJACENT:

Children's Program Area
Children's AV Collection & Seating

CLOSE:

Children's Workroom
Children's Desk
Children's Collections & Seating
Children's Preschool Area

PROXIMITY:

Children's Rest Room

Acoustics

This will be a noisy area and must be buffered from the rest of the children's library to the best extent possible.

Space Finishes

This space is an opportunity for the architect and interior designer to provide a special environment for children that they can enjoy and remember. While it is important to design a fun space, it must not be able to become a "romper room" environment that endangers children. The floor finishes must be of high durability, child-resistant and as maintenance free as possible. Wall finishes should be highly durable and easy to clean. Finishes here will be primarily determined by the theme of the area.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet Tile

Illumination

Generally, an average of 30 to 40 foot candles with specialize lighting to attract children to the playscape. Additional specialized lighting will be determined by the theme of the environment.

Fenestration

Interior areas of the playscape should be visible through the use of clear (and unbreakable) plastics like "Lexan" or similar materials. Exterior windows are not required, but are desirable.

HVAC

Within minutes, the programming rooms' HVAC system must be able to go from accommodating 2 - 40 active children and parents to a small group. This area will face significant and quick changes in body heat. Care must be taken to equalize temperatures in this area. Consider a quick recovery heating and/or cooling system in this area to keep the temperature at the desired level for occupants. Thermostats for the rooms should be key lock controlled.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

Signage

The major signage should be determined by the theme in use, but there should also be a warning sign to parents that says: "Parents - Do Not Leave Children Unattended in this Area."

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of



catalogs must be located a minimum of 18" above the finish floor

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors for wheelchaired children. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Reader's Seats</u>			
Chair, Child	9	0	0
Chair, Task	5	15	75
Stool, Child's	7	0	0
Table, Children's Play	1	55	55
<u>Special Purpose</u>			
Educational Play Module	9	75	675
Workstation, Children's Craft Counter	1	120	120
<u>Technology</u>			
Computer, Public Desktop	1	10	10
TV/VCR Player	1	0	0
Workstation, Technology Counter	1	30	30



Functional Activity

This space will provide the supervisor for the L.I.T.E. Center to plan and carry out the activities pertaining to the operation of the library. T

Occupancy

STAFF OFFICE: 1

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the children's desk and/or workroom to expand into this space if required.

Security & Supervision

Staff area secured by a lock. As much of the children's library as possible should be visible to staff sitting at this location.

Spatial Relationships

The office should be adjacent to the L.I.T.E. center. The office should be private, but it should be located so that the L.I.T.E. Center can be supervised by the librarian while sitting in the office.

ADJACENT:

L.I.T.E. Center
Children's Program Area

PROXIMITY:

Children's Desk

Acoustics

Given the tremendous noise level of a Children's department, any acoustic measures dampening sound generation into this office would allow the supervisor to concentrate better and be more effective. It is also important to keep confidential conversations from being overheard. The room should be sound proof to the extent possible.

Space Finishes

Finishes should be cheerful and welcoming, but professional in appearance. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

CEILING:

Acoustical

WALLS:

Paint and ½ glass.

FLOOR:

Carpet

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Windows that will allow the supervisor to supervise staff in workroom and at the children's desk are highly desirable. Window treatment that will prevent staff and the public from looking into the office is also highly desirable. Exterior windows are highly desirable.

HVAC

Individually-controlled thermostat. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

Telephone Communications

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

A sign on the door that says: "L.I.T.E. Office".

ADA (Disability Requirements)

The doorways leading to the office shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Reader's Seats			
Chair, Visitor's	4	0	0
Staff Workspace			
Chair, Task	1	0	0
Credenza	1	25	25
Desk, Professional	1	60	60
Shelving, SF 84"H Steel W/ 6 Shelves	3	12	36
Table, Conference	1	100	100
Technology			
Computer, Staff Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0



Functional Activity

This space will serve as a location where the juveniles can go to ensure quiet for study that requires significant concentration. Small groups may also meet here to discuss topics or work assignments. The room can be used as a literacy tutoring space, and the library staff may also use this room as a small conference room to work on projects or have staff meetings.

While the natural inclination is to locate these rooms in the recesses of the library, these rooms actually need to be located in a rather public spot where the inside of the room is highly visible to patrons and preferably the staff at the service desk or in the workrooms. The study / tutoring room needs to be a "glass box." At least one side of each room must be a complete floor to ceiling glass wall.

Occupancy

READER SEATS: 4

Future Flexibility & Expandability

This area will not be expanded. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Security & Supervision

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Spatial Relationships

The Study/Tutoring Rooms should be part of the Homework Club. They should be visible from the Children's Desk for supervision and so that the staff can assist with homework assignments.

ADJACENT:

Study / Tutoring Room B, C, D
Juvenile Collection & Seating

CLOSE:

Homework Club
Children's Desk
Children's Collection & Seating

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

Space Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base



FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

ADA (Disability Requirements)

The study/tutoring room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1-1/2" per 5 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48"



above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
<u>Meeting Rooms</u>			
Chair, Group Study	4	0	0
Table, Group Study	1	120	120
<u>Special Purpose</u>			
White Board	1	0	0



Functional Activity

This space will serve as a location where the juveniles can go to ensure quiet for study that requires significant concentration. Small groups may also meet here to discuss topics or work assignments. The room can be used as a literacy tutoring space, and the library staff may also use this room as a small conference room to work on projects or have staff meetings.

While the natural inclination is to locate these rooms in the recesses of the library, these rooms actually need to be located in a rather public spot where the inside of the room is highly visible to patrons and preferably the staff at the service desk or in the workrooms. The study / tutoring room needs to be a "glass box." At least one side of each room must be a complete floor to ceiling glass wall.

Occupancy

READER SEATS: 6

Future Flexibility & Expandability

This area will not be expanded. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Security & Supervision

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Spatial Relationships

The Study/Tutoring Rooms should be part of the Homework Club. They should be visible from the Children's Desk for supervision and so that the staff can assist with homework assignments.

ADJACENT:

Study / Tutoring Room B, C, D
Juvenile Collection & Seating

CLOSE:

Homework Club
Children's Desk
Children's Collection & Seating

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

Space Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base



FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

ADA (Disability Requirements)

The study/tutoring room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1-1/2" per 5 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hard ware mounted no higher than 48"



above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Meeting Rooms</u>			
Chair, Group Study	6	0	0
Table, Group Study	1	175	175
<u>Special Purpose</u>			
White Board	2	0	0



Functional Activity

This space will serve as a location where the juveniles can go to ensure quiet for study that requires significant concentration. Small groups may also meet here to discuss topics or work assignments. The room can be used as a literacy tutoring space, and the library staff may also use this room as a small conference room to work on projects or have staff meetings.

While the natural inclination is to locate these rooms in the recesses of the library, these rooms actually need to be located in a rather public spot where the inside of the room is highly visible to patrons and preferably the staff at the service desk or in the workrooms. The study / tutoring room needs to be a "glass box." At least one side of each room must be a complete floor to ceiling glass wall.

Occupancy

MEETING ROOM SEATS: 7

Future Flexibility & Expandability

This area will not be expanded. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Security & Supervision

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Spatial Relationships

The Study/Tutoring Rooms should be part of the Homework Club. They should be visible from the Children's Desk for supervision and so that the staff can assist with homework assignments.

ADJACENT:

Study / Tutoring Room B, C, D
Juvenile Collection & Seating

CLOSE:

Homework Club
Children's Desk
Children's Collection & Seating

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

Space Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base



FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules.

ADA (Disability Requirements)

The study/tutoring room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1-1/2" per 5 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hard ware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one



table, counter or carrel will meet accessibility requirements.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Meeting Rooms</u>			
Chair, Group Study	6	20	120
Chair, Instructor	1	30	30
<u>Special Purpose</u>			
White Board	1	0	0



Functional Activity

This space will serve as a location where the juveniles can go to ensure quiet for study that requires significant concentration. Small groups may also meet here to discuss topics or work assignments. The room can be used as a literacy tutoring space, and the library staff may also use this room as a small conference room to work on projects or have staff meetings.

While the natural inclination is to locate these rooms in the recesses of the library, these rooms actually need to be located in a rather public spot where the inside of the room is highly visible to patrons and preferably the staff at the service desk or in the workrooms. The study / tutoring room needs to be a "glass box." At least one side of each room must be a complete floor to ceiling glass wall.

Occupancy

MEETING ROOM SEATS: 7

TECHNOLOGY WORKSTATION: 1

Future Flexibility & Expandability

This area will not be expanded. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Security & Supervision

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Spatial Relationships

The Study/Tutoring Rooms should be part of the Homework Club. They should be visible from the Children's Desk for supervision and so that the staff can assist with homework assignments.

ADJACENT:

Study / Tutoring Room B, C, D
Juvenile Collection & Seating

CLOSE:

Homework Club
Children's Desk
Children's Collection & Seating

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

Space Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet



cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

ADA (Disability Requirements)

The study/tutoring room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1-1/2" per 5 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no



more than 5 pounds of pressure to operate with hard ware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Meeting Rooms</u>			
Chair, Group Study	6	0	0
Chair, Instructor	1	30	30
<u>Special Purpose</u>			
White Board	1	0	0
<u>Technology</u>			
Chair, Technology Workstation	1	0	0
Computer, Public Desktop	1	0	0
Workstation, Technology Carrel	1	120	120



Functional Activity

The computer lab/training room will provide a space that will be set up permanently for computer use and training to exploit and teach the use of the library's on-line public access catalog, Internet searching strategies and various software applications. This room will be available for the youth, juveniles and their teachers and parents. The room will be structured in a classroom style with tables and multi-media computers facing the front of the room where an AV screen will provide computer screen data projection from the instructor's station.

Occupancy

TECHNOLOGY WORKSTATIONS: 15

Future Flexibility & Expandability

Not expected to change roles.

Security & Supervision

This room is a high security area and should have its own intrusion detection alarm system. The children's desk staff will monitor the use of this room.

Spatial Relationships

This computer lab should be adjacent to the children's library entry and close to children's desk for supervision and assistance.

ADJACENT:

Children's Desk
Children's OPAC & Entrance

CLOSE:

Homework Club
Children's Restrooms

PROXIMITY:

Children's AV Collection & Seating

Acoustics

This room will actually generate a fair amount of noise, because of the interchange between the students and the instructor, but also because of the noise generated from the equipment. Care should be taken to acoustically insulate this area from other areas in the library so that the instruction is not disturbed, and so the instruction does not disturb other parts of the library.

Space Finishes

Interior finishes should be durable, but basic.

CEILING:

Acoustical

WALLS:

1/2 View Glass w/ Vinyl, Sisal or Fabric wall covering over acoustical panels.

FLOOR:

Carpet or Carpet Tile

Illumination

The light level of up to 50 foot candles is desirable at times, but will usually be at approximately 30 to 40 foot candles or lower at desk top during computer demonstrations. The lighting should be dimmable and controlled at both the entrance to the room as well as at the instructor's station. The lights at the front of the room should be able to be dimmed down to little or no light so that the AV screen is visible. Lights in the rest of the room should be independently controlled so that they may be at a slightly higher level for note taking during computer screen projections.

Fenestration

Windows are a detriment for two reasons: 1. they pose the security concern for the



computer equipment, and 2. they introduce an potential source of glare on VDT screens. If windows are present in the room, the need to be secured to prevent theft and they need to have a window treatment which will control glare.

HVAC

The HVAC system will need to be able to handle not only the people load in the room, but also the heat generated by the various pieces of electronic equipment.

Data Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Sign on the door that says: "Technology Area"

ADA (Disability Requirements)

The technology area is accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1-1/2" per 5 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet.

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Staff Workspace			
Chair, Task	15	0	0
Table, Work	1	50	50
Technology			
Computer, Public Desktop	13	0	0
Computer, Public Desktop Spanish Language	2	0	0
Printer, Laser (B&W)	1	0	0
Workstation, Technology Counter	8	60	480



FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the "circulation" of the library's book, magazine and audio-visual collections in and out of the building. This includes the following steps:

1. Library patrons checking out library materials at the circulation desk and self check-out units;
2. Library staff checking the materials back in;
3. Library staff sorting the various materials; and
4. Library staff re-shelving the collections in their proper location.

Careful attention must be given to the workflow of the circulation process. It is critical to the effective operation of the library that the process of circulating library materials works smoothly and efficiently. Otherwise, library operations will be greatly hampered by wasting the time of both the library staff and patrons. Further, a poor implementation will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Desk and Book Drop locations should be centrally located so that all library patrons must pass through these areas when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library

Periodicals Collection

Browsing

Children's Library

F.T.L.C. (Family Learning & Training Center)

PROXIMITY:

Fiction Collection & Seating

Non-Fiction Collection & Seating

Reference Collection & Seating

Young Adult Collection & Seating

***** "This Division implements the Plan of Services by affirming the County Library's "Vision Statement" that there is a commitment to state of the art technology to support and enhance Library resources and services".



DIVISION SPACE SUMMARY	SQFT
Book Drop	60
Circulation Desk	620
Circulation Work Area - 1	797
Circulation Work Area - 2	90
Circulation Workroom	762
Drive-up Book Return Window	120
Information Desk	309
Pages' Work Area	185
Self-Check Out Bay	150
Sorting Area - 1	210
Sorting Area - 2	232
Storage/Supply Room	206
TOTAL:	3,741



Functional Activity

The book drop is a small room where library materials will be deposited by library patrons after their use. Library materials will be returned by library patrons through a slot in the wall, and fall into a book bin holding receptacle. Library staff will periodically unload these bins and the materials will be placed on book trucks. Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these drops and the height of the interior book bins to make sure the two are compatible.

Future Flexibility & Expandability

It is unlikely that the function of this space will ever change.

Security & Supervision

The staff at the circulation desk supervises the book return slots. There needs to be a clear line of sight from the desk to any main book drop slots inside the library's security system. All book slots must be able to be locked by staff. If book slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the book return room must be an enclosed fire-rated room with a smoke detector and sprinkler head. The introduction of flammable material into book drops is one of the major causes of fires in public library buildings.

Spatial Relationships

The book drop must be adjacent to the circulation desk as well as the lobby of the building and/or the exterior of the building near the front entrance. If possible, it is desirable for patrons to also be able to deposit library materials into this room from just inside the security gates, from the lobby as well from the exterior of the building for after hours return as well.

ADJACENT:

Library Entrance
Information Desk
Circulation Desk
Security Desk

CLOSE:

Circulation Work Area (1)
Sorting Area (1)
Circulation Workroom

Acoustics

Since the access area outside the book drop will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location to keep it from spreading into the rest of the library. The walls of the book drop need to be well insulated for sound as well since the sound of books and AV materials falling through the book drop into the book bins is very distracting to nearby patrons and staff.

Space Finishes

The floor finishes must be of high durability, slip resistant and as maintenance free as possible. Corner guards are essential.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet - there should be no threshold between the book return room and the book check-in stations for the book bins to get hung up on.

Illumination

The interior of the book drop only needs about 30 foot candles primarily over the book bins, however, the book slots on the exterior should be highlighted with 50 foot candles or more to



attract patrons to them. Exterior book drops will need bright and vandal resistant lighting for security.

Fenestration

There should be no windows in this space.

HVAC

Since flammable materials are occasionally introduced into book drops, care must be taken to make certain that the smoke produced cannot enter the main HVAC system and spread throughout the library building. This room does not need to be well ventilated since staff will not spend long periods of time here. They come in to simply remove book bins and then leave.

Signage

Signs that say: "Book Return" and "AV Return" over as many slots as provided.

ADA (Disability Requirements)

Controls and operating mechanisms of book drop deposit doors (if any) are operable with one hand and do not require tight grasping, pinching or twisting of the wrist. The force required to activate controls is no greater than 5 pounds.

Provide 30"x 48" clear floor space for both forward and parallel approach wall mounted book drop deposit openings. Maximum height of the opening for forward approach is 48" and 15" high minimum from finish floor. If the forward reach opening is over obstructions, the maximum depth of the obstruction allowed is 25" and the height of the book drop slot is 44" high maximum from the floor surface.

Clear floor space for side-reached book drop begins a maximum of 10" from the wall; 54" maximum and 9" minimum in height from finish floor. One full unobstructed side of the clear floor space can adjoin or overlap an accessible route or adjoins another wheelchair clear floors. Maximum height to deposit opening is 54" and minimum 9" low from finish floor. Maximum height of obstruction is 34" from finish floor and maximum depth of obstruction is 24". Maximum side reach height from finish floor surface is 46".

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
Special Purpose			
AV Bin, Depressible	1	20	20
Book Bin, Depressible	2	20	40



Functional Activity

The circulation desk is the first public service point that the public will see when entering and leaving the library. It must present a well-organized and business-like appearance as well as provide an efficient process for checking out library materials. Each staffed check-out station should be exactly the same and allow patrons to be assisted with the checking out of the materials that they have selected. All library patrons will bring their materials up to the desk and place them on the service counter for staff to process. Once the check-out function is completed, staff will return the materials to patrons who will exit the building.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to "fall in line" during peak demand times. This can be accomplished through the use of portable traffic control posts, different floor materials, a different color of carpet, or the use of any other method that is flexible and works. Patrons standing in this line should not create a problem for other library patrons entering or leaving the library, i.e., there must be plenty of room in front of the desk so that there is no "bottleneck" when a line does form. The circulation desk should be less of an imposing "desk" and more of a user friendly interface that will encourage contact between the library's staff and library patrons. There should be an obvious "line" behind which patrons should not come, but the "desk" and staff member should be eminently approachable.

In addition to checking out books, library patrons will be able to pick up books that are being held for them on reserve, register for library cards, pay fines as well as request private consultation regarding their library circulation record. Library patrons will also be able to use self check-out machines in this area if they wish to expedite their exit from the library.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 5 (1 is ADA)

Future Flexibility & Expandability

Circulation desk areas are frequently remodeled and expanded when the library expands. While it is not anticipated that this will be necessary any time soon, sufficient flexibility should be provided to allow inexpensive remodeling if it becomes necessary in the future.

Security & Supervision

The staff at the circulation desk supervises most of the areas just inside the entrance from the lobby. Quick and easy access to patrons exiting after setting off the security gate alarms is important. The staff should also be able to see a major portion of the lobby, the entrances to the library, as well as the entrances to the rest rooms if possible. Alarms should be audible at the Circulation Desk.

Spatial Relationships

The circulation desk must be adjacent to the public entrance and lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the circulation desk should have good visual supervision of the security system gates and be able to access the gates and lobby relatively quickly if necessary.

This circulation desk should be adjacent to the circulation workroom and office, close to the book drop and sorting area-1. The circulation desk should also be close to the AV collections and new book display as well as the children's library entrance.

ADJACENT:

Public Entrance & Lobby
Information Desk
Circulation Work Area (1)

CLOSE:

Circulation Workroom



AV Collection & Seating
Book Drop
Self-Check Out Bay
Children's Library Entrance
New Book Display
Security Desk

PROXIMITY:

Public Rest Rooms

AWAY:

Loading Dock
Shipping & Receiving
Staff Entrance

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library.

Space Finishes

The finishes in this area present a special problem because they will receive a very high degree of wear and tear, and because they need to look very good for the entire life of the building. The floor finish should either be a non-slip hard surface which is highly durable, or a high quality carpet square which can be changed frequently. Any wall or casework surfaces should be highly resistant to defacement as well as be easy to clean. All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to staff and patrons alike. All walls in this area need corner guards.

CEILING:

Acoustical

WALLS:

Vinyl, Sisal or Fabric wall covering.

FLOOR:

Carpet tile, stone or quarry tile

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to work surfaces. The circulation desk should be "highlighted" in order to help patrons find this service area. Any signage should be illuminated as well for greater visibility. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations. Further, extra special care must be taken to make sure there will be no glare on VDT screens here since staff work with these screens intensively over a long period of time each day. The master control for all lights for the library should be located here under staff control.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space or in the eyes of staff working at the desk for long periods of time.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various checkout stations. Provide a key lock controlled thermostat in this area.

Data Communications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Signage

Required signage includes a well-lighted major area directional and identification sign which



can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot.

ADA (Disability Requirements)

The circulation desk will be accessible by means of a 36" minimum aisle. It shall contain at least one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36".

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Special Purpose</u>			
Cash Register	1	0	0
Queuing Space (Per Person)	30	6	180
<u>Staff Workspace</u>			
Chair, Task	5	0	0
Workstation, Circulation Check Out Desk	4	80	320
Workstation, Circulation Patron Registration Desk	1	50	50
<u>Technology</u>			
Bar Code Reader, Hand Held	5	0	0
Computer, Staff Desktop	5	0	0
Demagnetizer/Descensitizer	5	0	0
Printer, Ink-Jet (B&W)	1	0	0
Printer, Receipt	5	0	0
Security Gates, Book Theft Detection System	2	35	70
Telephone Central Station	1	0	0
Telephone Handset	5	0	0
Telephone Headset	2	0	0



Functional Activity

The circulation work area provides space for all kinds of behind the scenes activities that staff must engage in for the library to circulate it's collections.

Occupancy

STAFF WORKROOM WORKSTATIONS: 4

Future Flexibility & Expandability

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible.

Security & Supervision

This is a staff work area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Spatial Relationships

The circulation desk, and sorting area (1) should be immediately adjacent to the circulation work area - 1. Staff will move frequently between each space, but particularly between the sorting area and the work area. For this reason, not only should there be quick and easy access between the spaces, but there should also be a clear view between the work area and the circulation desk so that staff can "fill-in" when the amount of books to be checked-in accumulates.

ADJACENT:

Circulation Desk
Sorting Area (1)

CLOSE:

Circulation Workroom
Storage/Supply Room

Acoustics

The sound generated in this space (primarily staff conversations, and the banging of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the rest of the library.

Space Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter, Vinyl or carpet cove base

Illumination

Minimally 30 to 40 foot candles on the counter tops of work stations, but preferably up to 50 foot candles. The general room lighting may be supplemented with task lighting to increase the foot candles on the counter tops. It is critical that the lighting in this area does not create glare on VDT screens since staff will be working long hours on computers checking in library materials and eye fatigue can reduce productivity and cause errors. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.



Fenestration

It is advantageous to have exterior windows with a view to the outside if possible.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

"Circulation Services" and "Staff Only" on doors leading to this area.

ADA (Disability Requirements)

The doorways leading to work room/area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
Special Purpose			
Book Truck	20	10	200
Bulletin Board	1	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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Staff Workspace

Chair, Task	8	0	0
Shelving, SF 90"H Steel W/ 7 Shelves	11	12	132
Table, Work	2	120	240
Workstation, Clerical Counter	4	40	160
Workstation, Preparation Counter	1	65	65

Technology

Computer, Staff Portable	4	0	0
Demagnetizer/Desensitizer	4	0	0
Printer, Ink-Jet (B&W)	1	0	0



Functional Activity

The primary function of this workroom includes final sorting, Interlibrary loan and Outreach services, minor mending and processing and temporary storage of new library books and materials. Staff will be working with both books and materials as well as computers to input information into the library's databases.

Occupancy

STAFF WORKROOM WORKSTATIONS: 2

Future Flexibility & Expandability

It is not expected that this area would need to be expanded, however there should be sufficient flexibility to allow the rearrangement and remodeling of this space in the future.

Security & Supervision

This is a staff area and a lock on the door controls access.

Spatial Relationships

The circulation work area (2), should be adjacent to the reference workroom, pages work area and sorting area (2).

ADJACENT:

Pages Work Area
Sorting Area (2)
Reference Workroom

CLOSE:

Reference Desk
Young Adult Library
Fiction Collection
Non-Fiction Collection

Acoustics

Normal office noise generated from telephone conversations etc. Standard acoustical dampening strategies would allow the staff to be more effective.

Space Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Windows are desired as long as they don't create glare on computer screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.



HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. There should be a separately controlled thermostat.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Sign on the door that says: "Circulation Work Area"

ADA (Disability Requirements)

The doorways leading to the work room/area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
Clock	1	0	0
Sink	1	0	0
Staff Workspace			
Chair, Task	2	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Workstation, Mending Counter	1	40	40

Technology

Copier, B&W Freestanding	1	50	50
Telephone Handset	2	0	0



Functional Activity

The circulation workroom provides space for all kinds of behind the scenes activities that staff must engage in for the library to circulate its collections. The library staff will check-in library materials that have been deposited in the book drops and then sort them on sorting shelving before being returned to the library's collection shelving. Circulation overdues and reserve notices will also be processed here.

Occupancy

STAFF WORKROOM WORKSTATIONS: 2
STAFF WORK TABLES: 4 (8 PEOPLE)

Future Flexibility & Expandability

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. While it is not anticipated that this will be necessary any time soon, sufficient flexibility should be provided to allow inexpensive remodeling if it becomes necessary. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Security & Supervision

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Spatial Relationships

Staff will move frequently between each space, but particularly between the desk, book drop and the workroom. For this reason, not only should there be quick and easy access between the spaces, but there should also be a clear view between the workroom and the circulation desk so that staff can "fill-in" when a line starts to form at the desk.

ADJACENT:

Sorting Area - 1
Circulation Work Area - 1

CLOSE:

Circulation Desk
Drive-up Book Return Window
Storage/Supply Room

Acoustics

The sound generated in this space (primarily staff conversations, and the banging of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the circulation desk or the rest of the library.

Space Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base.

Illumination

Minimally 30 to 40 foot candles on the counter tops of work stations, but preferably up to 50



foot candles. The general room lighting may be supplemented with task lighting to increase the foot candles on the counter tops. It is critical that the lighting in this area does not create glare on VDT screens since staff will be working long hours on computers checking in library materials and eye fatigue can reduce productivity and cause errors. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

While it is important to have a view window between this area and the circulation desk so that staff here can observe the desk, it is equally important that patrons standing at the circulation desk cannot see into this space since it can be messy and somewhat disorganized looking. This usually can be accomplished with blinds, etched glass or some kind of lattice treatment on the window between the two spaces.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

"Circulation Workroom" and "Staff Only" on doors leading to this area.

ADA (Disability Requirements)

The doorways leading to the work room/area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Special Purpose</u>			
Book Truck	7	10	70
Bulletin Board	1	0	0
Clock	1	0	0
White Board	1	0	0
<u>Staff Workspace</u>			
Cabinets, Above Counter	12	0	12
Cabinets, Below Counter	12	0	0
Chair, Task	10	0	0
Desk, Circulation	4	120	480
Workstation, Circulation Check In Counter	3	40	120
<u>Technology</u>			
Computer, Staff Desktop	2	0	0
Telephone Handset	2	0	0
Workstation, Technology Carrel	2	40	80



Functional Activity

The drive-up book return is provided for patrons' convenience. They can drive-up to the return window without having to get out of their cars. This implies that the book drop deposit openings should be on the drivers' side. The design of this automobile circulation shall be one way for safety considerations. Library materials will be returned by library patrons through a slot in the wall, and fall into a book bin holding receptacle. Library staff will periodically unload these bins and the materials will be placed on book trucks. Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these drops and the height of the interior book bins to make sure the two are compatible.

Future Flexibility & Expandability

It is unlikely that the function of this space will ever change.

Security & Supervision

This room is secured and limited by locks that only authorized staff have keys to the space.

Spatial Relationships

The drive-up book return window must be adjacent to major vehicular entrance. It should be adjacent to staff service elevator and close to circulation work area and workroom.

ADJACENT:

Staff service elevator

CLOSE:

Circulation Work Area - 1

Circulation Workroom

Sorting Area - 1

Space Finishes

The floor finishes must be of high durability, slip resistant and as maintenance free as possible. Corner guards are essential.

CEILING:

Exposed structure

WALL:

Paint or exposed CMU

FLOOR:

Sealed concrete

Illumination

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

Fenestration

This room does not need windows.

HVAC

This space will generally be a low temperature and unoccupied space.

Signage

Provide a sign on the door that says "Drive-Up Book Return - Staff Only".

ADA (Disability Requirements)

The doorways leading to the space shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

Doors are minimum of 3'-0" in width and 6'-8" in height. Clear width of the doorway is 32"



minimum. All doors should open a minimum of 90 degrees. Bottom 10" of doors shall have a smooth, uninterrupted surface (glasses are not allowed) that allows doors to be opened by a wheelchair footrest without creating a trap or hazardous condition. Pressures to open interior door should be 5 pounds maximum, 8-1/2 pounds maximum for exterior doors and 15 pounds maximum for fire doors. All exit doors are operable from the inside without the use of a key or any special knowledge or effort. Opening hardware is centered between 30" and 44" above the finish floor. Door closers must be set so that they take at least 3 seconds to close from an open position of 70 degrees to within 3" of latches. Provide panic bars at all emergency exit doors.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Special Purpose</u>			
Drive-up Book Return Window	1	120	120



Functional Activity

The information desk will be used by the library patron for general information questions, and patron registration.

Library patrons will also be able to use self check-out machines in this area if they wish to expedite their exit from the library.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 1 (is ADA)

Future Flexibility & Expandability

Information desk areas are frequently remodeled and expanded when the library expands. While it is not anticipated that this will be necessary any time soon, sufficient flexibility should be provided to allow inexpensive remodeling if it becomes necessary in the future.

Security & Supervision

The staff at the information desk supervises most of the areas just inside the entrance from the lobby. Quick and easy access to patrons exiting after setting off the security gate alarms is important. The staff should also be able to see a major portion of the lobby, the entrances to the library, as well as the entrances to the rest rooms if possible.

Spatial Relationships

The information desk must be adjacent to the public entrance and lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the information desk should have good visual supervision of the security system gates and be able to access the gates and lobby relatively quickly if necessary.

The information desk should be close to self-check out bay and security desk.

ADJACENT:

Public Entrance & Lobby
Circulation Desk
Adaptive Technology Visually Disabled

CLOSE:

AV Collection & Seating
Self-Check Out Bay
Security Desk
Children's Entrance
New Book Display

PROXIMITY:

Public Rest Rooms

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library.

Space Finishes

The finishes in this area present a special problem because they will receive a very high degree of wear and tear, and because they need to look very good for the entire life of the building. The floor finish should either be a non-slip hard surface which is highly durable, or a high quality carpet square which can be changed frequently. Any wall or casework surfaces should be highly resistant to defacement as well as be easy to clean. All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to staff and patrons alike. All walls in this area need corner guards.

CEILING:

Acoustical
WALLS: Vinyl, Sisal or Fabric wall covering.
FLOOR: Carpet tile, stone or quarry tile

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to work surfaces. The circulation desk should be "highlighted" in order to help patrons find this service area. Any signage should be illuminated as well for greater visibility. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations. Further, extra special care must be taken to make sure there will be no glare on VDT screens here since staff work with these screens intensively over a long period of time each day.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space or in the eyes of staff working at the desk for long periods of time.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various checkout stations. Provide a key lock controlled thermostat in this area.

Data Communications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Information Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Patron Registration".

ADA (Disability Requirements)

The Information desk will be accessible by means of a 36" minimum aisle. It shall contain at least one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36".

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Reader's Seats			
Chair, Lounge	4	35	140
Chair, Task	1	15	15
Table, End	2	10	24
Special Purpose			
Chair, Visitor's	2	15	30
Table, Lamp	2	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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Staff Workspace

Workstation, Circulation Fines & Fees Desk	2	50	100
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Technology

Computer, Staff Desktop	1	0	0
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Printer, Ink-Jet (B&W)	1	0	0
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Functional Activity

The pages work area provides space for all kinds of back-of-house activities. The pages will check-in library materials that have been deposited in the book bins and then will sort them on sorting shelves before returning them to the stacks. Books for outreach services and interlibrary loan will be processed here and in the adjacent sorting work area (2).

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Future Flexibility & Expandability

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible.

Security & Supervision

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Staff in this area should be able to see the Reference Desk so they can get to it quickly if needed.

Spatial Relationships

The sorting area (2), circulation work area (2), should be immediately adjacent to the pages work area. Staff will move frequently between these spaces, and the stacks. There must be easy access between the spaces and sight lines between the workroom and the reference desk so that staff can fill-in if a line starts to form at the desk.

ADJACENT:

Sorting Area - (2)
Circulation Work Area (2)

CLOSE:

Reference Desk
Fiction Collection & Seating
Non-Fiction Collection & Seating
Reference Collection & Seating
Young Adult Collection & Seating

PROXIMITY:

Staff Restrooms
Staff Lounge

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the rest of the library.

Space Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Fenestration

Interior windows which allow supervision of the reference desk are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Electrical

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Telephone Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

Signage

Required signage includes a permanent room identification sign ("Pages Work Area" or "Staff Only").

ADA (Disability Requirements)

The doorways leading to the work room/area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in



length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Special Purpose</u>			
Book Truck	10	10	100
Bulletin Board	2	0	0
<u>Staff Workspace</u>			
Chair, Task	1	15	15
Workstation, Preparation Counter	1	70	70



Functional Activity

This area is provided in addition to circulation desk for efficiency purpose. Library patrons do not need to stay in line at circulation desk to check out materials. This is being a mutually convenient service for both library staff and patron. This service is like a secondary check out desk without a permanent staffing need. However, staff at circulation desk should have visual supervision over this self-check out bay.

Future Flexibility & Expandability

This area should allow adding of more self-check out machines.

Security & Supervision

This area will be supervised by circulation desk staff.

Spatial Relationships

The self-check out bay should be supervised by both security desk and circulation desk. This area must be located at but off the major circulation and near the library entrance.

ADJACENT:

Information Desk
Library Entrance

CLOSE:

Circulation Desk
Security Desk

PROXIMITY:

AV Collection & Seating

Acoustics

This space will be quite noisy because of patrons walking and talking. Everything possible should be done to keep the noise generated in this area from spreading throughout the library.

Space Finishes

This space will receive a very high degree of wear and tear, yet they need to look very good for the entire life of the building. The floor finish should either be a non-slip hard surface which is highly durable, or a high quality carpet square which can be changed frequently. Any wall or case work surfaces should be highly resistant to defacement as well as be easy to clean. All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to staff and patrons alike. All walls in this area need corner guards.

CEILING:

Acoustical

WALLS:

Vinyl, Sisal or Fabric wall covering

FLOOR:

Carpet tile, stone, or quarry tile

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to work surfaces. The circulation desk should be "highlighted" in order to help patrons find this service area. Any signage should be illuminated as well for greater visibility. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations. Further, extra special care must be taken to make sure there will be no glare on VDT screens here since staff work with these screens intensively over a long period of time each day.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space or in the eyes of staff working at the desk for long periods of time.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various checkout stations. Provide a key lock controlled thermostat in this area.

Data Communications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Self-Check Out Bay") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Patron Registration".

ADA (Disability Requirements)

Provide 30"x 48" clear floor space for both forward and parallel approach self-check out machines. Maximum height of the operating parts of machines for forward approach is 48" and 15" high minimum from finish floor. If the forward reach is over obstructions, the maximum depth of the obstruction allowed is 25" and the height of the operation portion of the machine is 44" high maximum from the floor surface.

Clear floor space for side-reached machines begins a maximum of 10" from the wall; 54" maximum and 9" minimum in height from finish floor. One full unobstructed side of the clear floor space can adjoin or overlap an accessible route or adjoins another wheelchair clear floors. Maximum height to operating parts is 54" and minimum 9" low from finish floor. Maximum height of obstruction is 34" from finish floor and maximum depth of obstruction is 24". Maximum side reach height from finish floor surface is 46".

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
Technology			
Self Check-Out Counter	3	50	150
Self Check-Out Machine	3	0	0



Functional Activity

This area is the sorting area for checked-in materials and books. The sorting starts on book carts in the circulation work area (1) and then are moved to shelves for a final sort before returning to book carts to be reshelfed in the stacks and AV area.

Future Flexibility & Expandability

This area may be reconfigured in the future as technology changes.

Security & Supervision

This area will be supervised by the circulation services staff.

Spatial Relationships

The sorting area must be adjacent to the circulation workroom and circulation work area - 1. A close proximity to the drive-up book return window would help pages and circulation staff moving book trucks as they replenish the sorting shelves.

ADJACENT:

Circulation Work Area -1
Storage/Supply Room
Circulation Workroom

CLOSE:

Book Drop
Circulation Desk

PROXIMITY:

Drive -up Book Return Window

Acoustics

This space should be acoustically buffered from the library. This will be part of the noisy circulation area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby.

Space Finishes

The finishes in the book sorting area should be comfortable as the pages (staff) will be standing all day in this area.

CEILING:

Acoustical

WALLS:

Paint with corner guards

FLOOR:

Carpet or Carpet Tile

Illumination

Minimally 30 to 40 foot candles but preferably up to 50 foot candles. The general room lighting may be supplemented with task lighting to increase the foot candles on the sorting shelves. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

While it is important to have a view window between this area and the circulation desk, so that staff here can observe the desk. It is equally important that patrons standing at the circulation desk cannot see into this space very well since it can be messy and somewhat disorganized looking.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.



Signage

"Sorting Area" and "Staff Only" on doors leading to this area. Signs that say: "Book Return" and "AV Return" over as many slots as provided.

ADA (Disability Requirements)

The doorways leading to the work room/area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
Book Truck	6	10	60
Staff Workspace			
Workstation, Sorting Counter	3	50	150



Functional Activity

This area is the sorting area for checked-in materials and books. The sorting starts on book carts in the circulation work area (2) on the main floor and then are moved to shelves for a final sort before returning to book carts to be reshelved in the fiction, non-fiction, reference, and young adult stacks area.

Future Flexibility & Expandability

This area may be reconfigured in the future as technology changes.

Security & Supervision

This area will be supervised by the reference staff and pages.

Spatial Relationships

The sorting area must be adjacent to the circulation work area - 2. A close proximity to the circulation workroom would help pages and circulation staff moving book trucks as they replenish the sorting shelves.

ADJACENT:

Reference Workroom
Pages Work Area
Circulation Work Area - 2

CLOSE:

Fiction Collection & Seating
Non-Fiction Collection & Seating
Reference Collection & Seating
Young Adult Collection & Seating

Acoustics

This space should be acoustically buffered from the library. This will be part of the noisy circulation area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from reading and collection areas.

Space Finishes

The finishes in the book sorting area should be comfortable as the pages (staff) will be standing all day in this area.

CEILING:

Acoustical

WALLS:

Paint with corner guards

FLOOR:

Carpet or Carpet Tile

Illumination

Minimally 30 to 40 foot candles but preferably up to 50 foot candles. The general room lighting may be supplemented with task lighting to increase the foot candles on the sorting shelves. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

While it is important to have a view window between this area and the reference desk, so that staff here can observe the desk. It is equally important that patrons cannot see into this space very well since it can be messy and somewhat disorganized looking.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.



Signage

"Sorting Area" and "Staff Only" on doors leading to this area.

ADA (Disability Requirements)

The doorways leading to the work room/area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT	UNIT EXTENDED
	QTY	SQFT	SQFT
Special Purpose			
Shelving, SF 90"H Steel W/ 7 Shelves	16	12	192
Staff Workspace			
Workstation, Sorting Counter	1	40	40



Functional Activity

This area provides space for circulation storage. It will store mending supplies, equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies.

Future Flexibility & Expandability

It is not anticipated that this area would change purpose or require expansion.

Security & Supervision

This area should have an extra wide single door for bringing bulky equipment in and out of the room and a lock on the doors will control access.

Spatial Relationships

This area should be close to the staff service elevator and in the proximity of the circulation and reference work areas.

CLOSE:

Circulation Work Area - 1
Circulation Workroom
Sorting Area - 1

Acoustics

This area will on occasion be a noisy area when equipment is being loaded and unloaded, but usually is very quiet.

Space Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Concrete or glazed and textured CMU, or unpainted sheet rock

FLOOR:

Sealed Concrete

Illumination

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

Fenestration

This room does not need windows.

HVAC

This space will generally be a low temperature and humidity space. An individual thermostat may be desirable in order to maintain this setting.

Signage

A sign on the door that says: "Storage/Supply - Staff Only".

ADA (Disability Requirements)

Storage rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Special Purpose</u>			
Book Truck	5	10	50
Shelving, SF 90"H Steel W/ 7 Shelves	4	12	48
Stool, Kick-Step	1	0	0
Storage Cabinet	3	18	54
Supply Cabinet	3	18	54



FUNCTIONAL ACTIVITY

This space will house a homework center which will make various staff, print and electronic resources available to adult students. The center will be open for use during all times the library is open, but there will be special emphasis placed on having library staff and adult and student volunteers available immediately after school and during the evenings to assist students with researching homework questions. Internet access will be provided as well with special assistance from library and school district volunteer staff.

SPATIAL RELATIONSHIPS

The homework center may require longer operational hours than the library and so it should be close to the Library Entrance for ease of access.

WITHIN: F.T.L.C. (Family Training & Learning Center)

ADJACENT:

FTLC - Literacy Center

FTLC - Career Center

CLOSE:

Library Entrance

Public Rest Rooms

***** This Division implements the following goals:

- 1) "The Children and Young Adults of Fontana will have the resources and services they require to augment their educational needs."

DIVISION SPACE SUMMARY		SQFT
Computer Center		945
Homework Center		1,184
Public Rest Rooms		N/A
Service Desk (FLTC)		116
TOTAL:		2,245



Functional Activity

The computer center will provide a space that will be set up permanently for computer use and training to exploit and teach the use of the library's on-line public access catalog, Internet searching strategies and various software applications. This room will be available for the staff and students of educational facilities as well as for community groups. The room will be structured in a classroom style with tables and multi-media computers facing the front of the room where an AV screen will provide computer screen data projection from the instructor's station.

Occupancy

TECHNOLOGY WORKSTATIONS: 24
INSTRUCTOR'S WORKSTATION: 1

Future Flexibility & Expandability

Not expected to change roles.

Security & Supervision

This room is a high security area and should have its own intrusion detection alarm system. FLTC staff will monitor the use of this room.

Spatial Relationships

The Homework Center will need to be open longer hours than the library proper. This may require a separate entrance off the main library entrance.

ADJACENT:

Service Desk (FLTC)
Homework Center

PROXIMITY:

Public Restrooms

Acoustics

This room will actually generate a fair amount of noise, because of the interchange between the students and the instructor, but also because of the noise generated from the equipment. Care should be taken to acoustically insulate this area from other areas in the library so that the instruction is not disturbed, and so the instruction does not disturb other parts of the library.

Space Finishes

Interior finishes should be durable, but basic.

CEILING:

Acoustical

WALLS:

1/2 View Glass w/ Vinyl, Sisal or Fabric wall covering over acoustical panels.

FLOOR:

Carpet or Carpet Tile

Illumination

The light level of up to 50 foot candles is desirable at times, but will usually be at approximately 30 to 40 foot candles or lower at desk top during computer demonstrations. The lighting should be dimmable and controlled at both the entrance to the room as well as at the instructor's station. The lights at the front of the room should be able to be dimmed down to little or no light so that the AV screen is visible. Lights in the rest of the room should be independently controlled so that they may be at a slightly higher level for note taking during computer screen projections.

Fenestration

Windows are a detriment for two reasons: 1. they pose the security concern for the



computer equipment, and 2. they introduce a potential source of glare on VDT screens. If windows are present in the room, they need to be secured to prevent theft and they need to have a window treatment which will control glare.

HVAC

The HVAC system will need to be able to handle not only the people load in the room, but also the heat generated by the various pieces of electronic equipment.

Data Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Sign on the door that says: "Computer Center"

ADA (Disability Requirements)

This area is accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1-1/2" per 5 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet.

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

<u>Description of Furniture & Equipment Units</u>	<u>UNIT QTY</u>	<u>UNIT SQFT</u>	<u>UNIT EXTENDED SQFT</u>
<u>Meeting Rooms</u>			
AV & Storage Room	1	50	50
<u>Special Purpose</u>			
White Board	1	0	0
<u>Technology</u>			
AV/Technology Equipment Cart, Small	1	10	10
Chair, Technology Workstation Task	25	0	0
Computer, Public Desktop	24	0	0
Computer, Staff Desktop	1	0	0
Printer, Laser (Color)	1	15	15
Projection Screen, Motorized Ceiling	1	0	0
Projector, Data Desktop	1	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
White Board, Electronic	1	0	0
Workstation, Computer Training	12	60	720
Workstation, Computer Training	1	150	150



Functional Activity

This homework center provides a space that will seat up to thirty-two patrons. The activity and noise level in these rooms will be high. The rooms must be acoustically treated for sound absorption, but they should essentially be "glass boxes" so that unacceptable behavior cannot occur inside the rooms without being observed by staff or patrons. At least one side of each room must be a complete floor to ceiling glass wall.

Occupancy

READER SEATS: 20

TECHNOLOGY WORKSTATIONS: 12

Future Flexibility & Expandability

This area should be flexible to accommodate changing technological advancements.

Security & Supervision

The Homework Center must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Spatial Relationships

The Service Desk (FTLC) will need to be adjacent to the Homework Center.

ADJACENT:

Service Desk
Computer Center

CLOSE:

FTLC - Career Center
FTLC - Literacy Center
Public Rest Rooms

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

Space Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures



can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in



the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Meeting Rooms</u>			
Chair, Group Study	20	0	0
<u>Reader's Seats</u>			
Table, Reader's	5	100	500
<u>Staff Workspace</u>			
Shelving, SF 90" H Steel W/7 Shelves	7	12	84
Table, Work	1	20	20
<u>Technology</u>			
Chair, Technology Workstation	12	0	0
Computer, Public Desktop	10	0	0
Computer, Public Desktop Spanish Language	2	0	0
Copier	2	50	100
Printer, Laser (B&W)	1	0	0
Printer, Laser (Color)	1	0	0
Workstation, Technology Carrel	12	40	480



Functional Activity

This will be the main Public Rest Rooms located just off the Homework Center, Literacy Center, and Career Center which will serve library patrons and people attending classes, computer labs, programs, and studying in the study rooms.

Occupancy

MEN: 4
WOMEN: 4

Future Flexibility & Expandability

This space requires minimal or no flexibility unless accessibility requirements change.

Security & Supervision

The staff at the Service Desk (FLTC) will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. All rest rooms will be lockable so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Spatial Relationships

The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the FLTC Service Desk if possible.

ADJACENT:

Service Desk (FLTC)- (Sight Lines)

CLOSE:

FTLC - Homework Center
FTLC - Career Center
FTLC - Literacy Center

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

Space Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodos: Self-activated, wall hung

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Fenestration

No windows.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for



energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle $\frac{1}{4}$ " thick with edges 12" long pointing upward), Women's (12" diameter circle $\frac{1}{4}$ " thick), or Unisex facilities (12" diameter circle with $\frac{1}{4}$ " thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be $\frac{1}{32}$ " raised uppercase sans serif type accompanied by Grade II Braille.

ADA (Disability Requirements)

Accessible sanitary facilities must be provided.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of $1\frac{1}{2}$ " per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed $\frac{1}{2}$ " in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
Commode	6	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror	2	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	SQFT	SQFT
Paper Towel Dispenser	2	0	0
Sink And Counter	4	0	0
Soap Dispenser	2	0	0
Stall	6	0	0
Urinal	2	0	0



Functional Activity

This desk is the primary staff service point for the Family Training & Learning Center. The staff will try to meet the information, reference, audio-visual and program needs of a variety of patrons. Textbooks will be checked in and out here. Books and library materials will not be checked-out here, but at the circulation desk. This is an information desk for patrons to ask questions and get assistance.

The staff will have access to the on-line catalog, CD-ROM resources, and the Internet from their work stations at the desk. While there will be seats available for these librarians, they will not spend much time sitting here, but instead will be walking between the desk, computer lab, the OPAC cluster and the students. This space should be less of an imposing "desk" and more of a user friendly interface which will encourage contact between the library's staff and the students. There should be an obvious "line" behind which patrons should not come, but the "desk" and staff member should be eminently approachable, and the workspace should facilitate the exchange of questions.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 1

Security & Supervision

This desk is the central surveillance point for all of the homework center. As much of this area as possible should be visible to staff standing at this desk.

Spatial Relationships

The Service Desk (FLTC) must be prominently located so that it is highly visible upon entering the homework center. The location of this desk is critical since the staff at this desk must visually control the entire FTLC center. There is a particularly strong relationship between this desk and the text collections and seating.

ADJACENT:

FTLC - Homework Center
FTLC - Literacy Center
FTLC - Career Center

CLOSE:

Computer Center
Public Rest Rooms

Acoustics

Since there will be some conversation between patrons and staff, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Quiet and private conversations should not be hindered by noise.

Space Finishes

The finishes in this area present a special problem because they need to look very good for the entire life of the building.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric wall covering

FLOOR:

Carpet Tile

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to the desk top. Specialized task lighting may be used to assist in lighting the desk top. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations.



Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in computer screens or introduce undesirable UV light.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various work stations. Provide a key lock staff controlled thermostat in this area.

Signage

There should be one sign located on the desk that says: "Homework Center Desk."

ADA (Disability Requirements)

The service desk will be accessible by means of a 36" minimum aisle. It shall contain at least one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36".

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<u>Special Purpose</u>			
Queing Area	6	6	36
<u>Staff Workspace</u>			
Chair, Task	1	0	0
Workstation, Homework Center Desk	1	80	80
<u>Technology</u>			
Computer, Staff Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Telephone Handset	1	0	0



FUNCTIONAL ACTIVITY

The Career Center will provide services to high school students, adults and seniors. It will include print materials as well as on-line access to information relating to career development, educational requirements, career changes, employment opportunities, resume writing, interview techniques, and other relevant topics. It may provide speakers, counseling and other related activities.

SPATIAL RELATIONSHIPS

The career center may require longer operational hours than the library and so it should be close to the Main Library Public Meeting Rooms Entrance for ease of access.

WITHIN:

FTLC - Family Training & Learning Center.

ADJACENT:

FTLC - Homework Center

FTLC - Literacy Center

CLOSE:

Library Entrance

***** This Division implements the following goals:

- 1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

DIVISION SPACE SUMMARY		SQFT
Career Center		917
TOTAL:		917



Functional Activity

The career center will be able, through software and the Internet, to serve a number of services. These will include resume writing, internet on-line job searching, standard job test taking, i.e. Post Office Worker, and provide a temporary e-mail address for those job searching.

Occupancy

TECHNOLOGY WORKSTATIONS: 4

READERS SEATS: 8

ADULT LOUNGE: 9

Future Flexibility & Expandability

Not expected to change roles.

Security & Supervision

This room is a high security area and should have its own intrusion detection alarm system. The FLTC staff will monitor the use of this room.

Spatial Relationships

This area is located within the Family Training & Learning Center.

WITHIN:

FTLC - Family Training & Learning Center

ADJACENT:

FTLC Service Desk
FTLC Homework Center
FTLC Literacy Center
Library Entrance

PROXIMITY:

Public Rest Rooms

Acoustics

This room will actually generate a fair amount of noise, because of the interchange between the patrons and the instructor, and also because of the noise generated from the equipment. Care should be taken to acoustically insulate this area from other areas in the library so that the instruction is not disturbed, and so the instruction does not disturb other parts of the library.

Space Finishes

Interior finishes should be durable, but basic.

CEILING:

Acoustical

WALLS:

1/2 View Glass w/ Vinyl, Sisal or Fabric wall covering over acoustical panels.

FLOOR:

Carpet or Carpet Tile

Illumination

The light level of up to 50 foot candles is desirable at times, but will usually be at approximately 30 to 40 foot candles or lower at desk top during computer demonstrations. The lighting should be dimmable and controlled at both the entrance to the room as well as at the instructor's station. The lights at the front of the room should be able to be dimmed down to little or no light so that the AV screen is visible. Lights in the rest of the room should be independently controlled so that they may be at a slightly higher level for note taking during computer screen projections.

Fenestration

Windows are a detriment for two reasons: 1. they pose the security concern for the



computer equipment, and 2. they introduce an potential source of glare on VDT screens. If windows are present in the room, the need to be secured to prevent theft and they need to have a window treatment which will control glare.

HVAC

The HVAC system will need to be able to handle not only the people load in the room, but also the heat generated by the various pieces of electronic equipment.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Sign on the door that says: "Career Center"

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

